

## Building Permit

### Purpose/Description

The purpose of the building permit application process is to ensure that any construction/renovation work performed is structurally sound and complies with all applicable City Code regulations.

City of Annapolis Charter & Code Section 17.12.022 states "no wall, structure, building or part of a wall, structure or building interior and/or exterior shall be built, enlarged or altered, renovated, modified, and reconstructed, involving a cost of two hundred dollars or more without first having obtained a permit from the Director or his designee. Note: Permits are required for all buildings or structures located in the Historic District regardless of construction value.



### Authority

Annapolis City Code and Charter, Chapter 17.32, Building Permits

### Submittal Requirements

1. Obtain application from Bureau of Inspections & Permits; fully complete application. Tax account numbers must be supplied if applying for new residential or commercial structures. Be sure to supply names, addresses and telephone numbers of owner, occupant, engineer/architect and contractor.
2. Contractors must hold a City of Annapolis Building Contractor's license.
3. Most commercial drawings require the seal and signature of a State of Maryland registered Architect or Engineer.
4. Submit application along with:
  1. Non-refundable, non-transferable application fee
  2. Four (4) complete sets of drawings (six (6) sets if commercial). These should include site plans, elevations, floor plans, specifications, grading, electrical plans, as applicable.
  3. If doing exterior "in-kind" work in the Historic District of Annapolis, supply photo of present condition of exterior area to be worked on.
  4. Be sure to show location and size of all trees when doing exterior additions.
  5. A bond may be required when applying for a new residential or commercial building.
- Applications will be reviewed by appropriate City departments. Normal processing time is approximately 3 weeks.
- You will be notified by mail or by telephone when permit is ready for pickup and of additional fees due, if any.
- Electrical, plumbing, gas, and/or mechanical work requires separate permits.

At the time of permit issuance, you will receive an Inspection Requirement Information sheet which will alert you to the inspections that you need to schedule with our office. This information sheet will tell you the name of the inspector for the job as well as the best time to reach the inspectors by telephone.

## Building Permit Fees

### Non-refundable Application Fee

to be collected at time application is submitted; this fee is deducted from the permit fee when issued:

Estimated Cost of Work	Fee
\$100 to \$25,000	\$25.00
\$25,000 to \$50,000	\$50.00
\$50,000 to \$100,000	\$100.00
\$100,001 and over	\$.001 times total cost

### Permit Fee

is paid at time of permit pickup

Estimated Cost of Work	Fee
\$100 to \$3,000	\$25.00
\$3,001 to \$5,000	\$50.00
\$5,001 to 10,000	\$75.00
\$10,001 to \$15,000	\$100.00
15,002 and over	.007 times total cost

## Enforcement and Appeals

- If the applicant does not comply with the terms of the approved building permit, the Department of Public Works may issue a Stop Work Order on the construction or may withhold the final Use and Occupancy Permit until all outstanding issues are adequately addressed.
- The city may issue a municipal citation for failure to comply with terms of the building permit. Fines are \$100 per day until the violation is corrected.
- Appeals to the Department of Public Works decisions are made to the Building Board of Appeals through Judy Ridgway, Administrative Office Associate, Administration at 410-263-7949.

## Other Considerations or Requirements

- Any contractor performing work in the city of Annapolis must be licensed with the State of Maryland as well as the City of Annapolis.
- Building permits are void unless issued within 14 days from date of notification.
- Construction must begin within 90 days of issue date.
- Building permits expire two years from issue date.
- Applications for establishments that serve or store food must be reviewed by the Anne Arundel County Health Department. Although the Department of Public Works will contact the Health Inspector initially, the applicant will be responsible for meeting any and all requirements imposed by the Health Inspector before issuance of the building permit.
- A separate fence permit is required for construction or alteration of a fence.
- A sign permit is required for construction or alteration of a sign.  
(Information and applications for both are available through the Department of Public Works Bureau of Inspections and Permits.)

## Contact Persons:

Michael Mallinoff, Acting Chief  
Bureau of Inspections and Permits  
Department of Public Works  
410-263-7946

Maria R. Brown, Permits Administrator  
Bureau of Inspections and Permits  
Department of Public Works  
410-263-7946